
Job Title: MEAL Officer

Starting Date: 5/10/2023

Deadline: 15/10/2023

Project: Livelihood & Agricultural Project

Duty Station: AlMahweet

Female applicants are welcome and encouraged to join the call

About VHI

“Vision Hope International e.V. is a humanitarian and development organization working with local communities and authorities in the Middle East and North Africa (MENA) region to transform societies in greatest need. Our aim is to alleviate extreme poverty by providing food security for families, protection and education for orphans, community integration for refugees and people with disabilities, and sustainable development that promotes human well-being. For more information about our organization, please visit our website at www.vision-hope.org.”

Job Description

Under the supervision of the MEAL manager, the MEAL officer will serve as the main focal person for all MEAL-related activities of the FSAC project. S/He will be directly responsible for the monitoring, assessment process, and reporting of the project. The MEAL officer's responsibility is to coordinate and support the implementation of project activities to be conducted in accordance with the organization's relevant policies, strategies, and the project result framework and provide feedback to the project team for the better/standard implementation of the activities. S/he also will work closely with the MEAL department on technical matters and report to the MEAL Manager and the project manager.

Duties and responsibilities:

- Lead and conduct assessments, baseline, end-line, PDM, and other needed surveys corresponding with the project timetable

- Assist the project team in the day-to-day monitoring of the project in the overall implementation and management of monitoring evaluation accountability and information management for a high-quality innovative and effective learning project.
- Responsible for ensuring registration & selecting the eligible BNFs based on targeting criteria and approaches described in the project in coordination with the Project Manager.
- In charge of monitoring and delivering cash assistance to eligible BNFs in the target project sites and meeting FSAC, humanitarian, standards.
- Responsible for analyzing data and producing required MEAL reports/studies of the project: detail needs assessment, market and labor assessment and monitoring, baseline, PDMs, AIM & end-line reports, and VHI or donors MEAL reports.
- Conduct regular site visits or when required monitor service provision, ensure data quality and accountability processes.
- Supervise and provide leadership on data collection exercises, identify strengths and weaknesses in existing data collection, and raise the issue with the MEAL manager
- Provide technical support to the staff and volunteers on the use of the data collection tools
- Submit to the MEAL Manager weekly and monthly updates on MEAL activities conducted in the field
- Tracking the project performance on a monthly basis, by assessing the progress of the project in achieving the agreed outputs by coordinating the collection and analyzing the progress data against the performance indicators (through the IPTT); and ensuring timely compilation and reporting of data.
- Ensure that lessons learned and good practice case studies from reviews and evaluations are recorded, communicated to the team and the coordination and taken into account in the implementation
- Support and contribute to lessons learned workshops for projects to capture achievements and challenges, and record proposed recommendations for future planning
- In charge of supporting and producing successful stories on field project activities.
- Ensure the Complaint Feedback Mechanism (CFM) is functional and accessible to beneficiaries.
- Deal with complaints or issues related to distribution and other activities of the project through CRM channels or other channels
- Ensure compliance with VHI procedures and practices throughout implemented activities, including adherence to Do No Harm principles

- Ensure protection issues are fully considered throughout the project cycle with women, the elderly, the disabled and the most vulnerable being included in decision-making for all project issues
- Any other tasks assigned by the line manager

Experiences, Qualifications, and Abilities

Essential

- University degree in Agricultural, Food, & Nutrition specialization, or a related subject.
- At least 2 - 3 years' experience working in food security and livelihood or MEAL projects.
- Experience with reporting, project management cycle, MEAL, and donor requirements.
- Previous experience in a humanitarian setting.
- Computer skills including the ability to operate MS Office package at a highly proficient level and other data collection applications i.e. Kobo, ODK, etc.
- Excellent interpersonal and representative skills (written, oral, cross-cultural).
- Ability to take initiative where appropriate to deal with difficulties encountered in daily work.
- Ability to adapt and change priorities according to the changing situation within a mission or the organization.
- Ability to conduct work in a professional and mature manner.
- Commitment to the aims and principles of VHI.
- English and Arabic language proficiency (speaking, reading, writing).

Desirable:

- Excellent reporting, written and oral communication skills.
- Flexible and able to work well under pressure.
- Capable of working collaboratively with team members to achieve results.
- Relates and works well with people from different cultures, genders, religions, and backgrounds.
- Able to travel to the target villages and conduct required visits and survey

Additional job responsibilities:

- The duties and responsibilities as set out above are not exhaustive and the role holder may be required to carry out additional duties within reasonableness of their level of skills and experience.

Additional Considerations:

- Project MEAL Officer must adhere to VHI policies and the code of conduct, as well as faithfully and responsibly represent the organization.

How to Apply

- Please Use this link to apply for the position: [Click Here](#)
or link here : <https://forms.office.com/r/YzYaUbuCLT>
- **Note: Only filled forms in the link above will be considered as candidates.**
- CV, Cover letter, a copy of the university degree, Experience certificates send them via email to: Recruitment.Yemen@vision-hope.net
- Please write the job title and location in the Subject Field of your email as **FSAC MEAL Office _ AIMahweet**
- Only short-listed candidates will be contacted.